

This training will help enhance and develop supervisory skills throughout the workforce as well as to improve the working relationship and effectiveness between employees and managers. This training provides both traditional instructions and a library of practical job aids that leaders and supervisors will find invaluable for on the job support.

Four major managerial competencies will be covered via twelve individual modules:

<p>Communication</p>  <ul style="list-style-type: none"> • Getting Unbiased Information • Giving Clear Information • Listening and Organizing 	<p>Problem Solving</p>  <ul style="list-style-type: none"> • Identifying and Solving Problems • Making Decisions, Weighing Risk • Thinking Clearly and Analytically
<p>Organization</p>  <ul style="list-style-type: none"> • Time Management & Prioritizing • Setting Goals & Standards • Planning & Scheduling Work 	<p>Culture</p>  <ul style="list-style-type: none"> • Counseling & Discipline • Appraising People & Performance • Training, Coaching & Delegating

- Training is typically conducted on site for approximately two hours per session each month for 12 months. This structure can be modified to suit company preference and shift conditions.
- Each student will receive a notebook with handouts along with an EXCEL participant workbook.

To set up supervisory training contact Brad Kreidler directly at 717-873-6755 or MANTEC at 717-843-5054.